



Regional Office of Education

Roycealee J. Wood
Regional Superintendent of Schools

800 Lancer Lane, Suite E-128
Grayslake, IL 60030-2656
Phone: (847) 543-7833
Fax: (847) 543-7832
www.lake.k12.il.us

Short-Term Emergency Approval in Special Education

Short-term emergency approval are issued ONLY when district cannot secure a certified individual to fill a vacant LBSI special education position. District must advertise for the position AND hire any certified individual who applies and is willing to accept the position. If no qualified individual accepts the position, the district may submit the request for the short-term emergency approval.

Individuals holding the Short Term Emergency Approval are eligible to serve students with the following disabilities: Learning Disabilities, Social Emotional Disorders, Mental Retardation, Physically Handicapped, Autism, and Traumatic Brain Injury

Short-Term Emergency Approval Requirements

- Professional Educator License endorsed in a teaching field (early childhood; elementary; secondary; special K-12) **or** an educator license with stipulations endorsed for transitional bilingual educator
- Official transcripts showing completion of coursework in survey of exceptional children **and** at least one of the other three areas of coursework required for the LBSI endorsement:
 - General characteristics of children with disabilities within the LBS I scope
 - General methods for teaching children with disabilities within the LBS I scope
 - Psychological assessment of children with disabilities within the LBS I scope

Scope and Limitations

- If you already hold an LBSI endorsement or approval, you are not eligible for the short-term emergency approval
- Short-term emergency approval encompass kindergarten-age 21 and are limited to students within the LBSI spectrum
- The approval is valid for **three years** and is non-renewable
- The short-term emergency approval will no longer be issued beginning September 1, 2018

Instructions:

1. Application
 - a) Complete “Application for Short-Term Emergency Approval in Special Education” (ISBE form 73-86: https://www.isbe.net/Documents/73-86_emergency_speced.pdf)
 - Form must be signed by the requesting teacher, employing district official, college/university official authorized to affix institution sealed, and the regional superintendent
 - b) Must also apply online and pay the applicable fees through ELIS.
 - Login to your existing ELIS <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx> click on “Apply for an Approval” and following the prompts (\$50 plus a service fee)
2. Documentation to be provided by the requesting teacher:
 - a) Official transcripts showing completion of coursework in survey of exceptional children and at least one of the other three areas for approval (To be official, transcripts must be submitted in the sealed envelope from the college or university to the Lake County Regional Office of Education. Alternatively, institutions may submit official e-transcripts to Cayce Wright at CWrigh@lake.k12.il.us)
 - b) Applicant’s plan of study identifying enrollment in an educator preparation institution and coursework to be completed to qualify for the LBSI approval or endorsement within the three-year validity period of the short-term emergency approval
3. Documentation to be provided by the employing district (public or on-public)
 - a) Detailed description of the duties/responsibilities to be performed by the candidate –not a generic job description
 - b) Description of the disabilities, type of classes and age ranges of the population served by the facility
 - c) Description of supervision including the name, social security number, and the position title of the supervisor and the frequency of supervision
 - d) Description of the district’s efforts to locate a fully qualified individual for the position.